

OUTLINE FOR RECORDS ADMINISTRATION OFFICER MEETING  
10:30 AM, Wednesday, 20 October 1965  
1000 Key Building

File  
RAO  
Meetings

- I. New GSA Training Schedule for 1966 (distribute these)
- II. Paperwork Management Award Brochure
- III. Use of Surplus Filing Equipment
- IV. USE of Courier Envelopes
- V. Terminal Digit Filing System for Contact Case Files.

THE FOLLOWING ATTENDED THE RECORDS ADMINISTRATION OFFICER MEETING  
10:30 AM, Wednesday, 20 October 1965  
Approved For Release 2005/08/03 : CIA-RDP70-00211R000500040048-9

CABLE SECRETARIAT

TRAINING

SECURITY

COMMUNICATIONS

FINANCE

MEDICAL SERVICES

CENTRAL REFERENCE

NATIONAL ESTIMATES

OSI

OCS

DOMESTIC CONTACT SERVICE

TSD

RECORDS CENTER

RAS

STAT